

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



August 10, 1982

ALL-COUNTY LETTER NO.82-77

TO: ALL-COUNTY WELFARE DIRECTORS

SUBJECT: FNS 471, COUPON ACCOUNT AND DESTRUCTION REPORT

This letter transmits a new Food Stamp reporting form, FNS 471 Coupon Account and Destruction Report, and instructions for its use. This new form replaces the FNS 43 and FNS 136 currently in use.

The purpose of the FNS 471 is as follows:

- (1) Accounts for coupons which have been returned, exchanged, mutilated or damaged, or coupons which represent an overage or shortage in a coupon shipment.
- (2) Transmits the unusable coupons to the destruction point.
- (3) Documents the destruction of the unusable coupons.

At the end of each month, any FNS 471 forms which have been completed during the month are attached to the FNS 250 for that month and submitted to FNS, Western Regional Office.

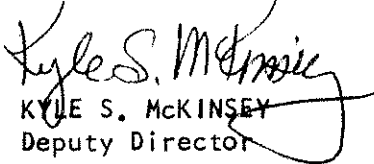
An interim supply of the FNS 471 will be shipped directly to each county by September 1, 1982. Thereafter, counties should order supplies of the form from the DSS Warehouse using the GEN 727B process. These forms will be provided to counties at no charge.

Counties may begin using the FNS 471 upon receipt but all counties must implement the new form by September 1, 1982. Upon implementation of the FNS 471 any existing county supplies of the FNS 43 and FNS 136 must be destroyed.

Specific instructions for completion of the FNS 471 are on the backside of Copy 4 of the set. In these instructions, counties are directed to obtain prior FNS approval if coupons in excess of \$500 are being destroyed by any coupon user or bulk storage point. This instruction is contrary to Manual Section 63-601.43 which requires prior approval for the destruction of coupons in excess of \$200. Effective immediately,

counties may follow the new FNS instructions concerning prior approval. State regulations to reflect this change are now being processed.

Should you have any questions, please contact your Food Stamp Program Consultant at (916) 322-5475.


KYLE S. MCKINSEY
Deputy Director

cc: CWDA

U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE**COUPON ACCOUNT AND DESTRUCTION REPORT**

(See Reverse for Instructions)

1. REPORTING POINT REPORT (Month/Year)		2. PROJECT AREA CODE		3. COUNTY/STATE			4. DESTRUCTION REPORT (Month/Year)			
5. NAME AND ADDRESS OF REPORTING POINT (Coupon Issuer/Bulk Storage Point)				6. NAME AND ADDRESS OF DESTRUCTION POINT						
7. REPORTING POINT CREDITS (Problem Found Before Issuance)				13. ACTUAL VALUE OF COUPONS DESTROYED		14. NUMBER OF COUPON BOOKS				
						\$2	\$7	\$10	\$40	\$50
A. IMPROPERLY MANUFACTURED/MUTILATED										
B. SHORTAGES DURING SHIPMENT/TRANSFER										
8. RETURNED COUPONS EXCHANGE REQUESTED	A. NEW SERIES COUPONS EXCHANGED									
	B. OLD SERIES COUPONS EXCHANGED									
	C. LOOSE COUPONS REMAINING AFTER EXCHANGE									
9. RETURNED COUPONS, NO EXCHANGE REQUESTED										
10. TOTAL										
11. OVERAGES DURING SHIPMENT/TRANSFER										
12. OVERISSUANCE (Cashier Error) (Do Not Enter overissuances returned in same month as issued.)				MONTH YEAR						
15. REMARKS										


CERTIFICATION: I certify that the information reported on this form is accurate.

16. REPORTING WITNESS NO. 1 (Signature, Title and Date)

19. DESTRUCTION WITNESS (Signature, Title and Date)

17. REPORTING WITNESS NO. 2 (Signature, Title and Date)

20. DESTRUCTION POINT OFFICIAL (Signature, Title and Date)

18. FNS OFFICIAL (Signature, Title and Date)

INSTRUCTIONS

Food Stamp Regulations provide for coupon issuers and bulk storage points to either forward coupons slated for destruction with appropriate documentation to the State agency, or to hold the coupons in secure storage pending examination and destruction by State agency personnel. State agencies may also provide for certification offices to receive and process improperly manufactured, mutilated or returned coupons. References to coupon issuer cited below will therefore include certification offices engaged in this activity.

The Coupon Account and Destruction Report contains several sets of information. Information is provided by the coupon issuer/bulk storage point to account for coupons that have been returned, exchanged, mutilated, damaged or represent an overage or shortage found in a coupon shipment. Then, this form transmits the unusable coupons to their point of destruction. The destruction point completes the form certifying the coupon destruction.

For coupon destruction, no prior approval from FNS is required if the coupons do not total more than \$500 per coupon issuer/bulk storage point per month. For coupons in excess of \$500, the State shall obtain prior approval from FNS. Written destruction approval is required unless an FNS official participates in the destruction process. Oral approval may be granted; however, the State agency shall subsequently receive documented approval. A copy of any approval received from FNS shall be attached to the original FNS-471, which shall be submitted with Form FNS-250, Food Coupon Accountability Report.

SPECIFIC INSTRUCTIONS

1. **Reporting Point Report:** Enter the month and year that the coupons are returned, exchanged, mutilated, damaged, or represent an overage or shortage found in a coupon shipment.
2. **Project Area Code:** Enter the code of the project area originating this form.
3. **County/State:** Enter the name of the county and State. If the State is itself a project area, enter "N/A" under "County".
4. **Destruction Report:** The destruction point should fill in the report month and year of the destruction of coupons received.
5. **Name and Address of Reporting Point:** Enter name and address of the coupon issuer/bulk storage point originating the form.
6. **Name and Address of Destruction Point:** Enter name and address of the destruction point where the coupons are destroyed.
- 7a. **Improperly Manufactured/Mutilated:** In column 13 bulk storage/issuance point should list the actual value of the coupons found prior to issuance to be improperly manufactured or mutilated, using column 14 to list the number of books in the appropriate subcolumn. For example, a book of \$65 is found prior to issuance to be improperly manufactured so that it actually contains \$45. The \$45 actual value should be listed under column 13 to give the destroyed valued. In column 14, 1 coupon book should be listed under the book value \$65.
- 7b. **Shortages during Shipment/Transfer:** Any shortages found prior to issuance should be listed by the bulk storage/coupon issuer under column 14. The number of missing books should be listed in the appropriate type of book subcolumn.
- 8a. **New Series Coupons Exchanged:** The coupon issuer/bulk storage point should list the actual value of the new series coupons returned for exchange under column 13. This figure should represent a total of returns, for which an exchange is made, documented on line 4 of the FNS-135, the Affidavit of Return or Exchange of Food Coupons. In column 14 the number of coupon books used in the exchange of the returned books, should be listed under the appropriate book value subcolumn.

- 8b. **Old Series Coupons Exchanged:** the coupon issuer/bulk storage point should list under column 13 the actual value of any old series coupons returned for exchange. This figure should represent a total of old series returns for which an exchange is made on line 5 of the FNS-135. Under column 14 the number of new series coupon books used in the exchange should be listed under the appropriate book value subcolumn.
- 8c. **Loose Coupons Remaining After Exchange:** The coupon issuer/bulk storage point should record the total value of loose coupons remaining after the coupon exchange under column 13.
9. **Returned Coupons, No Exchange Requested:** The coupon issuer/bulk storage point should record the total value of the returned coupons for which no exchange was made under column 13. This would be a total value of new and old series coupon returns without exchange reported on FNS-135.
10. **Total:** The total in column 13 represents the actual value of the coupons to be destroyed. The destruction official should use this total when verifying the value of the coupons destroyed. The totals in column 14 represents the number of books (by value) to be credited to the State agency. These totals should be used in Line 13 of the FNS-250, Food Coupon Accountability Report.
11. **Overages During Shipment/Transfer:** The coupon issuer/bulk storage point should record any overages found prior to issuance. In column 14 the number of books added to inventory should be listed by the book value. These book totals should be included on Line 9, coupon shipment from FNS, of the FNS-250.
12. **Overissuance (cashier error):** This line should only be used when the coupon return occurs after the overissuance was reported on an FNS-250. The month and year of the FNS-250 reporting the overissuance should be recorded. The number of returned overissued books should be recorded under the book value in column 14. This is actually a subtotal of Line 9, returned coupons no exchange requested, but provides specific information necessary to credit the State for overissuances that are recouped.
13. **Actual Value of Coupons To Be Destroyed.**
14. **Number of Coupon Books.**
15. **Remarks:** Include any explanations of the necessary data.
- 16 & 17. **Reporting Witness:** Enter the signature and title, of the bulk storage/issuance point witnesses and date certifying the validity of the report at its point of origin.
18. **FNS Official:** Enter the date, signature and title of the FNS official approving the coupon destruction if participating value process or coupon value is in excess of \$500.
- 19 & 20. **Destruction Point Witness and Official:** Enter the signature and title of the witness and official witnessing the coupon destruction and the date.

DISTRIBUTION

The coupon issuer/bulk storage point shall prepare an original and 4 copies of Form FNS-471. The original and Copy 1 shall be attached and submitted with the FNS-250 to FNS. A copy of any FNS approval of destruction shall be attached. Copy 2 shall be filed at the destruction point. Copy 3 shall be provided by the destruction point to the coupon issuer or bulk storage point submitting the coupons as confirmation of the coupons' destruction. Copy 4 is retained by the coupon issuer/bulk storage point originating the form until the confirmation (Copy 3) from the destruction point is received.